



# FastTrack Infrastructure Development Program Application

## I. COMMUNITY APPLICANT INFORMATION

### Proposed Grantee:

Address of Proposed Site:

Company community is applying on behalf:

### Community Profile

County:

Community FEIN#:

JECDB Compliant Yes No

Does the community have a Title VI implementation plan in place? Yes No

## Project Contact Information

### Chief Applicant Official:

Job Title:

Mailing Address:

Phone:

Fax Number:

Signature:

E-mail address:

### Application Prepared by:

Job Title:

Mailing Address:

Phone:

Fax Number:

Signature:

E-mail address:

### Local Contact:

Job Title:

Mailing Address:

Fax Number:

Phone:

E-mail address:

### Project Engineer:

Job Title:

Mailing Address:

Fax Number:

Phone:

E-mail address:

### Grant Administrator:

Job Title:

Mailing Address:

Fax Number:

Phone:

E-mail address:

### Company official responsible for infrastructure:

Job Title:

Mailing Address:

Fax Number:

Phone:

E-mail address:

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## II. PROJECT INFORMATION

**Type of Project:** Check one or more of the major categories plus the appropriate subcategory(ies)

Transportation	Site Improvement	Water	Sewer	Gas line	Telecommunications
Railway	Drainage	Source	System		Electrical
Road Improvements		Treatment Plant	Line Extension		
Water		Storage			
Air		Rehabilitation			
		Line Extension			

Other (please provide detail below)

### FASTTRACK INFRASTRUCTURE DEVELOPMENT PROJECT DESCRIPTION

In the box below, please state the infrastructure or site improvement requested along with a brief description of the project. Be specific as to how each proposed improvement contributes to achieving the company location or expansion, and detail unusual features of the project.

**This application must be accompanied by a complete and accurate Application for Incentives, completed by the company, submitted to the State of Tennessee Department of Economic and Community Development.**

**NOTE:** *ECD will not reimburse any costs incurred prior to the execution and approval of a contract. ECD will notify the recipient when the contract is approved. All expenses incurred prior to receipt of this notification will be your responsibility. Neither the offer of incentives outlined in the Commissioner's letter nor the signed acceptance letter constitute a legal agreement to provide incentives.*

### III. PROJECT BUDGET\*

	Total Cost of Infrastructure Project	ECD	Local	Other
Construction				
Construction Inspection				
Engineering Design				
Other Engineering Services (Attach Detail)				
Legal Services				
Acquisition				
Project Contingency				
Administration (Attach Detail)				
Other				
<b>Total</b>				

\*Construction estimates must reflect State Prevailing Wages – ([www.tn.gov/labor-wfd/prevail.html](http://www.tn.gov/labor-wfd/prevail.html))

#### TIMELINE

Estimated duration of infrastructure project:

Estimated start date:

This project must be publicly procured by the community.

#### FORCE ACCOUNT

Will any of the projects be done using force account\*?                      Yes                      No

If the answer is yes, please provide the information listed below

\*This includes service lines and/or hookups.

**NOTE:** In order to do force account work, the grant recipient must own the equipment, use city forces, and obtain State approval by submitting the following information:

1. Names and engineering qualifications of personnel performing the work and their capabilities for design, supervision, planning, inspection, testing, etc. as applicable.
2. Details of experience with projects of like or similar nature.
3. Information on workload as it may affect capacity to do the work within time frame or work schedule.
4. Justification for doing the work by force account rather than by contract.
5. A complete breakdown showing: (a) the number of work hours and cost per hour for each category of labor, and (b) a list of non-salary costs such as materials, supplies, equipment, etc.
6. Certification from the above mentioned personnel's supervisor confirming that they are full time City/County employees and have not been hired just for this project.
7. Certification confirming the equipment to be used is owned by the City/County and that it is not rental equipment.

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#### IV. PRELIMINARY ENGINEERING REPORT

**Water and sewer projects\*** -- The preliminary engineering report must follow the guidelines established in the design criteria for water or sewer projects as provided by the State of Tennessee Department of Environment and Conservation (TDEC).

**Water projects to improve fire protection\*** -- The preliminary engineering report should include a letter from the company fire insurance carrier outlining necessary flow and pressure.

**All other projects** -- The preliminary engineering report should conform to commonly accepted engineering standards, including the breakdown of engineering cost for each portion of the project (i.e., water, sewer site improvement, telecommunication, soft costs, etc.).

\*TDEC must approve the preliminary engineering report for water and/or sewer before ECD will issue a contract.

Are any of the existing facilities related to the proposed project presently under citation from the State of Tennessee Department of Environment and Conservation or the U.S. Environmental Protection Agency due to permit violations?

**Yes      No**

If the answer is yes, identify facility and violation and include a copy of the citation.

#### V. COMPANY INFORMATION *(The application must be accompanied with a complete and accurate Application for Incentives, completed by the company, submitted to the State of Tennessee Department of Economic and Community Development.)*

Letter of intent from company -- The letter of intent should detail reasons for the proposed expansion/location, the company's commitment to locate/expand and why they have chosen a particular community. The letter of intent should contain projected timing for the project (construction through start-up), job creation (number and types of jobs to be created plus average wage) and capital investment made within 60 months/5 years of project completion.

Information regarding the history of company, a product description and a brief market synopsis (product lines, target markets, competitors, etc.) should also be included.

The company must also state that they will abide by Federal equal opportunity requirements, promotes nondiscrimination in hiring practices and comply with Title VI and other nondiscrimination laws.

#### VI. OTHER DOCUMENTS

- Please provide the resolution of the municipal or county legislative body for the submission of the FIDP application.
- T.C.A. § 6-58-114(b) requires the establishment of a county joint economic and community development board. The applicant must provide certification of compliance with the statute by supplying proof that all required JECDB meetings have taken place (*please submit executed minutes of the required meetings with this application*).
- Please include documentation of the community/county approved Growth Plan.

Applications are processed upon receipt of a completed application containing required attachments. Additional information may be requested.

The proof of financing letter must be included in the Application for Incentives. If additional information is required, it will be requested by the FastTrack staff.